

Board of Directors Minutes

Date: 7th November, 2019
Scheduled Start: 7.30 PM
Venue: Ceres Learning Centre, Lee St East Brunswick
Audio: <http://dte.org.au/audiominutes>
Register on line: <https://dte.coop/live.meeting>
Zoom Connect: <https://dte.coop/to/zoom>
Phone Connect: (02) 8015 2088 Meeting ID Number 2362803611

#	Item	Raised by:		
1	<u>Acknowledge and pay respect to the traditional owners and ongoing custodians of the land</u>			
	We gather on the lands of many Aboriginal Nations. We pay our respects to Elders past, present and emerging. Indigenous sovereignty has never been ceded in Australia and we should endeavour to be mindful of this in everything we do, given our focus is gathering to create better ways of living in our society, not just for festival attendees but for all.			
2	<u>Meeting Started</u>	<i>Procedural</i>		
	8pm			
3	<u>Meeting coordinators</u>	<i>Procedural</i>		
	Chairperson: David Cruise Minute Keeper: Coral Larke Host: Troy Reid			
4	<u>Attendance</u>	<i>Procedural</i>		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> 1. Cruise David 2. Larke Coral 3. MacPherson Robin 4. Rasmussen Mark 5. Reid Troy 6. Shapiro Kate 7. Waldram Grant </td> <td style="width: 50%; border: none;"> 8. Davidson Jimmy 9. Gregory Steve 10. Morsman Tania 11. Reid John 12. Rider Flynn 13. Schwartz Martin 14. Wells Jack </td> </tr> </table>	1. Cruise David 2. Larke Coral 3. MacPherson Robin 4. Rasmussen Mark 5. Reid Troy 6. Shapiro Kate 7. Waldram Grant	8. Davidson Jimmy 9. Gregory Steve 10. Morsman Tania 11. Reid John 12. Rider Flynn 13. Schwartz Martin 14. Wells Jack	
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5	<u>Confirmation of previous minutes</u>	<i>Procedural</i>		
	Date: 3 rd October 2019 Moved: Mark Rasmussen Seconded: Robin MacPherson PBC Date 17 th October 2019 Moved: Troy Reid Seconded: Robin MacPherson PBC			
6	<u>Matters Arising</u>	<i>Procedural</i>		
7	<u>Correspondence</u>	<i>Procedural</i>		
	Correspondence inwards 20191001 CERES Invoice Inv-1030023098.pdf 20191005 Director Nomination Form (drafted by David Cruise).pdf 20191005 NSW Ambulance Invoice 42817630.pdf 20191005 NSW Health Pathology 31-July-2019.pdf 20191005 NSW Health Pathology 3-June-2019.pdf 20191005 NSW Health Pathology 8-July-2019.pdf 20191005 NSW Revenue Invoice 42817630.pdf 20191005 Ruby Mountford WWCC.pdf 20191008 Arcuri & Associates Commercial Motor Vehicle\QM6238-1118 Commercial Motor (web).pdf 20191008 Arcuri & Associates Commercial Motor Vehicle\Renewal Invoice-DOWN TO EARTH VIC COOP-141A556518MVA-273929.pdf 20191008 Arcuri & Associates Commercial Motor Vehicle\VER19112018.pdf 20191008 Bendigo Bank EFTPOS Merchant Statement.pdf 20191008 WaterNSW Customer Newsletter.pdf 20191008 WaterNSW Tax Invoice.pdf 20191009 Arcuri & Associates Account Statement as at 09-Oct-2019.pdf 20191009 Arcuri & Associates Invoice-274014.pdf 20191009 Converge International Invoice 179364.pdf	Moved Troy Reid Seconded Kate Shapiro PBC		

<p>20191010 Big Little Numbers Invoice INV-4008.pdf 20191011 TBT Accounting Inv 45065.pdf 20191011 Telstra Mobile Data Bill.pdf 20191015 Ellen Brogan correspondence.pdf 20191017 Barry Simmonds complaint of bullying and harrassment.pdf 20191018 Denise Banville correspondence.pdf 20191023 WaterNSW Statement of Approval 50WA504692.pdf 20191030 Australian Shiatsu College correspondence.pdf 20191031 CAV Certificate of Registration G0001791N.pdf 20191031 CAV Copy of Rules G0001791N.pdf 20191031 Murray River Council Instalment Notice.pdf 20191104 CWS Activity Statement for 01Oct2019-04Nov2019.pdf 20191104 CWS Invoice INV-17272.pdf 20191106 CAV response to application of extension of time.pdf 20191107 CERES Invoice INV-1030023098.pdf 20191107 CERES Invoice INV-1030023694.pdf 20191107 CERES Statement for Down to Earth 01Oct2019-05Nov2019.pdf 20191107 Greater Murray Water Testing Lab Results.pdf</p> <p>Emails to Directors Denise – David Cruise will respond Barry Simmonds Complaint – Troy will respond Elle Brogan – Troy will respond John Magor – Coral will respond</p> <p>Motion: To accept incoming correspondence</p>

8	Director Spending
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FinCom will supply 3 months of transactions at the end of the meeting.
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9	Action Tasks Listed 11th November
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Date	Item	Topic	Responsible	Status
30/11/19	Barry Simmonds	Letter to be sent to Barry Simmonds	Troy Reid	
30/11/19	Elle Brogan	Letter to be sent to Elle Brogan	Troy Reid	
30/11/19	John Magor	Letter to be sent to John Magor	Coral Larke	
30/11/19	G&SC	Call for a G&SC meeting for 12 November	Troy & Kate	
30/11/19	Cultural Transformation	Troy and Kate will call a Board meeting to discuss the issue of Bullying Complaints	Troy and Kate	
30/11/19	Finance Privacy Policy	The Board will develop a privacy policy	Board	
30/11/19	Resolution	To find the motion: "that directors will provide a list of personal expenditure "		

Previous Action Tasks

Date	Title	Description	Assigned	Status
03=10-2019	Fincom to analyse the financial bookkeeping motion passed	That fincom checks the financial bookkeeping motion passed on the 06/06/2019 and ensure that their current process meets the criteria detailed in this motion.	Robin Macpherson	Ongoing
03-10-2019	Memcom privacy policy	That the GSC be asked to develop a privacy policy for memcom	Kate Shapiro	Ongoing
03-10-2019	A member will email the Board a list of 26 other members	That a member	Martin Scharwz	Ongoing
03-10-2019	Membership form submission at ConFest	That there be a place set up at ConFest with wifi connectivity where members can scan their forms and email directly to memcom	Troy Reid	Ongoing
03-10-2019	All bills to be sent to fincom	That all bills to paid be emailed to fincom after being registered as correspondence inwards	Troy Reid	Ongoing
03-10-2019	Board to join fincom	TBT has recommended that all Board members join fincom	All Board members	Ongoing
03-10-2019	Load and Go Cards	There is a request by fincom for Troy to submit the load and go cards and Troy has offered	Troy Reid	Ongoing

	03-10-2019	AGM extension application to CAV	Troy will complete the application forms immediately	Troy Reid	Complete	
	05-Sep-2019	Converge Advice	Coral getting advice from Converge about bullying and how to handle internal complaints	Coral Larke Kate Shapiro	Ongoing	
	05-Sep-2019	Permacroft Shares Sale	David to provide the cooperative with documents to support the contract of sale.	David Cruise	Ongoing	
	05-Sep-2019	ICDA Membership Subscription Renewal	Pay membership subscription renewal (\$230) https://dte.coop/to/x9bw9	Troy Reid	Ongoing	
	01-Aug-2019	Converge	To relay information to people in conflict that they can be referred to Converge for support in terms of counselling or mediation.	Kate Shapiro	Ongoing	
	01-Aug-2019	Facebook & Aboriginal Conflict	Coral spoke with the people involved needs to speak with Grant offline	Coral Larke Grant Waldram	No longer relevant	
	01-Aug-2019	Policy review	To review Site Ban policy & Sexual Misconduct Policy	Coral handed back to Grant	Ongoing	
	06-Sep-2018	Lodged Rules	Purchase a copy of cooperative's lodged rules from Consumer Affairs Victoria (CAV)	Troy Reid	Complete	
10	Point of Order					
	Mark Rasmussen complained that Marty Schwartz being a non-director asked for directors expenditures. Mark requested the meeting type where the resolution was passed.					
11	Revise the current bookkeeping					<i>David Cruise</i>
	<p>Agenda item: 7304</p> <p>To adopt revised Financial Bookkeeping Policies</p> <p>1 The Board of Directors will appoint professional and experienced bookkeepers as required to perform financial bookkeeping services. This engagement may be on a volunteer, pro-bono or commercial contract basis.</p> <p>2 The Board of Directors will appoint two directors to act as the organisation's representatives with the cooperative's bookkeepers, accountants and auditors. That being Robin Mc Pherson & Grant Waldram.</p> <p>3 Only the cooperative's bookkeepers, accountants and auditors are to have security permissions to enter or modify transactions or financial ledgers of the cooperative's accounting software. All other parties (including DTE volunteers and officeholders) will have read only access.</p> <p>4 Digital copies of tax invoices, receipts and other supporting documentation for financial transactions are to be supplied directly to Fincom in the manner prescribe by Fincom.</p> <p>5 All account controllers (volunteers who spend DTE money on behalf of the Co-operative) will be required to preserve and store original copies of tax invoices, receipts and other supporting documentation for future possible requirements of the auditor.</p> <p>6 An internal review of financial transactions of an account controller must be performed to verify their use complied with the intended application of the co-ops funds as minuted and detailed in the budget releasing the funds An external audit of financial transactions of an account controller by an accounting professional may be performed only at the request of the Board.</p> <p>A heated debate ensued including; The for and against of sending receipts directly to FinCom.</p> <p><u>Complaints</u></p> <p>1.Kate tuned into meetings to find no meeting was happening. <i>Robin replied that the last time 3 Directors turned up to a meeting that FinCom lost a valued volunteer.</i></p> <p>2.Some of FinCom's work was being done offshore. <i>FinCom have asked for assistance for the huge</i></p>					<p>Moved David Cruise</p> <p>Seconded Robin MacPherson</p> <p>PBC</p>

	<p>amount of work required, that in comparison to last year with having Sanjeet assist doing the receipts DTE's Finance bill will be paying a fraction of what was paid to the previous bookkeeper.</p> <p>3. If people would label the receipt as asked, list the GST and confirm the supplier then there would be no need for offshore assistance.</p> <p>4. privacy isn't an issue because viewing the huge number of receipts FinCom have as not seen any receipts with identifying details.</p>	
12	Amendment to Finance Policy: No. 4	
	<p>Amendment 1: Digital copies of tax invoices, receipts and other supporting documentation for financial transactions are to be supplied directly to the bookkeeper or finance committee in the manner they prescribe. Amendment: Failed</p> <p>Amendment 2: Digital copies of tax invoices, receipts and other supporting documentation for financial transactions are to be supplied directly to the finance committee, and optionally to the bookkeeper as a confirmation copy only. Amendment: Passed</p>	<p>Amendment Moved Grant Waldram</p> <p>Seconded Troy Reid PBC</p>
13	Amendment to Finance Policy: No. 2	
	The Board of Directors will act as the organisation's representatives with the cooperative's bookkeepers, accountants and auditors.	<p>Moved Kate Shapiro</p> <p>Seconded PBC</p>
14	Privacy Policy	
	Action: A privacy policy will be developed independently of the reviewed Finance Policy	
15	Transfer of funds to 4ArtSake	
	<p>The Board does not handle this budget.</p> <p>Motion: The Board has no objection to transfer \$20,000 to 4ArtSake on behalf of the OC.</p>	<p>Moved Coral Larke</p> <p>Seconded Kate Shapiro PBC</p>
16	Point of order	
	During the meeting against the wishes of the Chair the Host muted all members and played a recording of an argument that occurred a week prior between 2 members during a zoom meeting.	
17	Carried Resolutions	
	<p>Reviewed Finance Policy Motion: To adopt the reviewed Finance Policy</p> <p>1 The Board of Directors will appoint professional and experienced bookkeepers as required to perform financial bookkeeping services. This engagement may be on a volunteer, pro-bono or commercial contract basis.</p> <p>2 The Board of Directors will act as the organisation's representatives with the cooperative's bookkeepers, accountants and auditors.</p> <p>3 Only the cooperative's bookkeepers, accountants and auditors are to have security permissions to enter or modify transactions or financial ledgers of the cooperative's accounting software. All other parties (including DTE volunteers and officeholders) will have read only access.</p> <p>4 Digital copies of tax invoices, receipts and other supporting documentation for financial transactions are to be supplied directly to the finance committee, and optionally to the bookkeeper as a confirmation copy only.</p> <p>5 All account controllers (volunteers who spend DTE money on behalf of the Co-operative) will be required to preserve and store original copies of tax invoices, receipts and other supporting documentation for future possible requirements of the auditor.</p> <p>6 An internal review of financial transactions of an account controller must be performed to verify their use complied with the intended application of the co-ops funds as minuted and detailed in the budget releasing the funds. An external audit of financial transactions of an account controller by an accounting professional may be performed only at the request of the Board. Moved David Cruise Seconded Robin MacPherson PBC</p> <p>Transfer of funds to 4ArtSake Motion: The Board has no objection to transfer \$20,000 to 4ArtSake on behalf of the OC. Moved Coral Larke Seconded Kate Shapiro PBC</p>	
18	Next Meeting Date & Time Confirmation	
	5 th December, 2019	
19	Meeting Ended	
	10.30 PM	

